



CPCD

giving children a head start

2020-2021 FAMILY HANDBOOK

Welcome to CPCD...*giving children a head start's* programs. We are thrilled to have the opportunity to serve your child and family, in partnership with you! As you begin the program, please remember that you have resources all around your family in the form of teachers, family advocates, nurses, mental health consultants and special needs therapists. If you experience anything, within the program or outside the program, please remember we are here to offer you support in all aspects of your life and thus encourage you to reach out to someone on your team immediately.

Your Child's Classroom

School/Classroom Name

Classroom Phone Number

Classroom Address

Classroom Staff

Family Advocate/Number

Nurse/Number

Behavioral Health Consultant/Number

Enrollment Technician/Number

My Class Days Are: Monday Tuesday Wednesday Thursday Friday

Class start time

Breakfast/Lunch time

Snack time

Our first Family Meeting will be held on:

Date/Time

Welcome to the Family

Dear Parents and Caregivers,

Welcome to CPCD...*giving children a head start.*

We are delighted you chose to enroll your child in our premier early childhood program. You may not have thought about preschool in this way, but this is your child's first step toward attending college!

Did you know that CPCD's services focus on both children and families? We know that you are the most important people in your child's life and the key to your child's healthy development and future success. We have many opportunities for you to be involved in the program but first we ask you, as your child's first teacher, to do three things in support of your child's learning and development:

1. Be sure that your child is in school and on time for every day that he/she is scheduled;
2. Participate in Home Visits and Parent-Teacher Conferences
3. Read to your child every night. If you don't have access to children's books, we will help you with that!

Throughout the year you will receive notification of other opportunities to participate in the program. Some of those include:

- Volunteering in your child's classroom or in the program
- Attending exciting and informative Group Meetings
- Serving on the Policy Council to provide input on program design and delivery
- Participating in workshops and classes that offer information on everything from preparing nutritious meals on a budget to parenting techniques and strategies

We'll also offer you--our parents--the opportunity to set and work toward meeting your own goals. Consider going back to school, accessing job training, taking a health or financial literacy class, or volunteering to build your resume. We'll help you achieve any goals that you choose to set for yourself and your family.

Finally, I urge you to get involved in your child's neighborhood school. Meet the principal, attend PTO or PTA meetings, and get to know the kindergarten teachers before your child finishes preschool. You will be showing your child that education is important while showing your principal that you care!

We are excited to have you and your child as a part of our program and look forward to a great year! Our excellent staff to get to know you and your child and to partner with you to set your child on a path to success.

Sincerely,



Noreen Landis-Tyson
President and CEO



The Basics

CPCD's mission is to prepare children for success in school and in life by providing excellent comprehensive early childhood services in partnership with diverse families and the community.

We do this through our three core programs:

Early Head Start

Early Head Start (EHS) provides year-round programs including:

- EHS with childcare models at Early Connections Learning Centers (ECLC) and the Home Network of the Pikes Peak Region (family childcare homes)
- EHS with childcare at Little Tykes Learning Center
- EHS teen parent programming at Wasson Early Learning
- EHS classrooms in school districts 2, 3, 8 and 49

Expectant mothers and fathers receive prenatal education and information on pregnancy, labor, childbirth, and nurturing their baby before and after birth. Infants and toddlers receive child development services that promote physical, cognitive, and social-emotional growth and receive medical and dental screenings, nutritious meals and snacks. If needed, infants and toddlers may also receive some therapy services.

To enroll in EHS, families must be pregnant or have a child under the age of three years, live with El Paso County, and be income eligible. The child enrolled in the program will remain eligible for the length of the entire program (until age three or until the child is eligible for other preschool programs).

Head Start

Head Start (HS) is the largest program that CPCD offers. Classrooms are located in school districts 2, 3, 8, 11, 20 and 49. CPCD also partners with ECLC and the Home Network of the Pikes Peak Region (family childcare homes) to provide full-day/full-year services. CPCD offers both part day and extended day seven hour classroom models.

HS offers a variety of age appropriate activities that provide an opportunity for children to learn through play and develop social, motor, cognitive, communication, and problem-solving skills. Children enrolled in the program receive medical and dental screenings, nutritious meals and snacks, and therapy services as needed. Head Start serves children whose families are income-eligible and those with special needs. Transportation may be offered to those who qualify.

To enroll in HS, a child must be at least three years old and may attend for two years prior to kindergarten.

Colorado Preschool Program

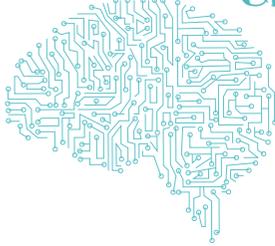
CPCD provides the Colorado Preschool Program (CPP) in school districts 2, 3, 8, 11, 20 and 49 and includes comprehensive services similar to those listed under HS. Families must meet certain guidelines to qualify for the program, but income is not the determining factor. Parents are involved in all aspects of the program.

To enroll in CPP, families must live in one of the school districts 2, 3, 8, 11, 20 or 49, and have a child who is either three or four years of age on or before the district cut-off date of the school year in which they will be served. Children must be served in the district in which they live. *Please note that CPCD does not provide transportation to or from school for children enrolled in the CPP program.*



What We Offer: For Child & Family

Child Development



CPCD offers infant/toddler and preschool programs where children receive caring and responsive experiences. Children take part in large and small group activities that focus on their growth. Teachers work with children on thinking skills, language, pre reading, mathematics, science, art, physical, and social-emotional development. Children also learn about health, safety, and nutrition. Teachers and parents work together to develop goals and plans for each child.

Family Services

Family Advocates (FA) offer support through home visits and a wide variety of activities. This includes working with families to identify goals, and providing support and referrals to accomplish those goals. Families contact their FA for assistance in locating community resource agencies and in obtaining emergency services.



Special Needs



Children in our preschool classrooms who have an Individualized Education Program (IEP) will receive therapy in the classroom to address their needs. According to the IEP requirements, our team of licensed therapists will provide services for speech, motor, academic, and social needs.

The team will work closely with the teaching staff and families of each child to help children reach their fullest potential. Therapists, teachers and parents will attend all IEP meetings, annual reviews, and kindergarten transition meetings.

Transportation

CPCD offers limited transportation in some classrooms to HS families who qualify. Detailed information regarding transportation policies and procedures is distributed to HS families at Orientation.



Transportation is also available to eligible families who want to attend parent workshops, Policy Council, and other CPCD sponsored events.

Enrollment



Most CPCD programs are free for eligible families. Families will complete an online application which includes a developmental screening to determine eligibility for programming. Once the enrollment paperwork is completed and proof of income provided, the child's file will be considered complete and the child will be placed on our Future List. When there is an opening available, the child will be placed in a classroom according to CPCD's selection criteria.

If you move, your child's classroom location may change. Please contact the Enrollment Department to update your address and phone number, and to discuss options for your child's classroom location and time.

Transitions

CPCD is committed to ensuring a smooth transition at each stage of a child's early development. CPCD's transition practices focus on child preparation, ongoing communication and coordination with the new program your child will attend.

EHS teachers and family advocates will work with the families to assure a smooth transition into preschool.

For children transitioning from preschool to kindergarten, teachers and family advocates provide parents with information that includes registration dates, getting to know the school, helping prepare your child for kindergarten, advocating for your child's needs, and sharing your child's progress report with the kindergarten teacher.



What We Offer: Mental & Physical Health

Social-Emotional & Behavioral Support

CPCD wants you to feel good about yourself, your life, and your family. A variety of qualified staff members are available to talk with you about stress management, parenting, and social-emotional skills for your child and your whole family. Your child will learn many social-emotional skills such as making new friends, sharing, taking turns, understanding feelings, and calming down steps in the classroom through our Second Step curriculum. Watch for the Second Step Home Link newsletter on ClassDojo. It will help you know what social-emotional skills your child is learning and gives you great tips for how to practice these skills at home.



Health, Nutrition & Dental

Our programs meet or exceed Colorado Department of Human Services (DHS) licensing requirements. This means we must, by law, follow many requirements and regulations. Some of these requirements include a current immunization record and a physical exam. These documents must be submitted by the first day of school. If the immunizations have not been received within fourteen days, and the physical exam within thirty days of the child starting school, then the child will not be allowed to attend class and may be placed on the waiting list. A new physical exam is required every year.

If your child has a special diet, allergies, or medical concerns that requires special care in class, you will be asked to present a care plan, medication, and documentation of that need on the first day of class. This allows staff to take care of your child safely.

Our program also requires a yearly dental exam. CPCD Health and Nutrition Department staff members are available to help you with appointments, insurance navigation, and payments on a limited basis when there are no other options.

Each classroom has a registered nurse (RN) assigned to assist you with any health needs. Each child will have a vision and hearing screen done in the classroom within a few weeks of the start of school. A copy for the child's lead and hemoglobin results are also required. Parents can request this from the child's health care provider.

Giving Medication to Children:

Classroom staff members are required to pass a Medication Administration Education course before they give any medications to children in the classrooms.

If your child has a medical need such as an inhaler for asthma, epinephrine for serious allergies or will require dosages of prescribed medication during school hours, you must provide the following:

- An Individual Care Plan (Form H-162) signed by the doctor by the first day of school.
- The medication must be in the original unused prescription box or bottle and the written instructions must be clear or we will not be able to give your child their medication

Your child will not be able to attend without these items as we need to be able to care for your child and keep him/her safe if needed.

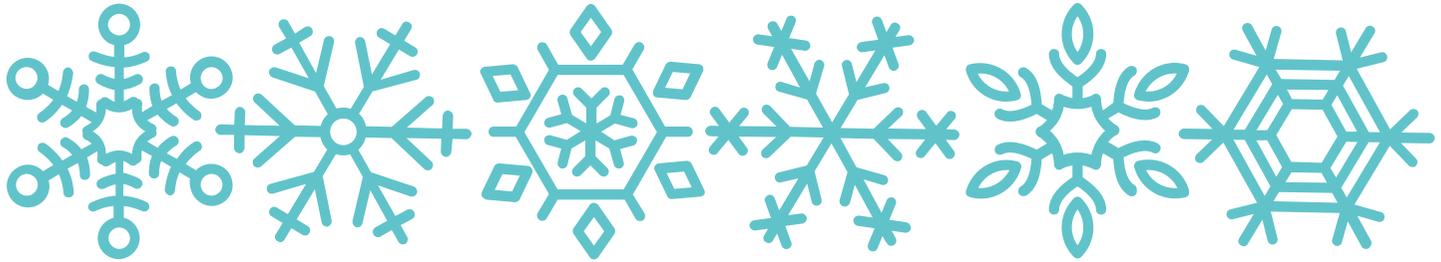
Prescription bottles or boxes must display the following information:

- Child's name
- Doctor's name
- Pharmacy name and phone number
- Name of medication
- Date prescription was filled
- Expiration date of medication
- Dosage of medication
- How often medication is to be given
- Number of days medication is to be given (if the medication is an antibiotic)
- How medication is to be given

Tooth Brushing:

Tooth brushing is typically done daily in class after meals or snacks. This is on hold at this time due to COVID-19 rules. If you need tooth brushing supplies at home, please let your teacher know and we will provide those for you.

Weather Delays & Closures



Generally, but not in all cases, CPCD will follow the delay and closure policies of the school districts:

- If a school district or site is delayed or closed due to inclement weather or snow, all CPCD classes **in that district or site** are delayed or closed accordingly.

The following are general policies for closures for each program. If there is a change to a normal policy, your classroom teacher will contact you.

- **Head Start and CPP Classrooms:** If a "late start" is announced for your school district, there will be no morning classes that day and a decision regarding afternoon classes will be announced by 9:30am. If no announcement is made, the school is open. If in doubt, refer to ClassDojo.
- **Early Head Start and Extended Day (seven hour) Preschool Classrooms:** If a "late start" is announced for your school district, the extended day classrooms will begin their day two hours late and will end at their regularly scheduled time. If no announcement is made, the school is open. If in doubt, refer to ClassDojo.
- **Parent Workshops, Classes, Events, or Meetings:** Call the CPCD central office or visit our Facebook page for workshop and/or meeting cancellation information. If the central office phone message says: "CPCD will be closed today," any workshops, trainings, and meetings will be cancelled on that day.

Other situations to note:

- **Early Dismissals:** There may be occasions when school is open in the morning, but conditions worsen after the school day has begun, creating dangerous driving conditions. Children may be returned home early. *Please see additional information under Emergency Drills and Procedures on page 10.*
- **Extreme Temperatures and Electrical Storms:** To ensure children's health and safety with regard to extreme weather conditions, CPCD will follow these procedures:
 - Children will not go outside if the temperature or wind chill factor is lower than 20°F or higher than 90°F. Also, if the host school does not recommend going outside, we will adhere to their guidelines.
 - Staff will carefully monitor outdoor time when it is extremely warm. Staff will ensure that there is adequate shade and water available.
 - Staff will remain alert to changing weather conditions while outside. If there is thunder or lightning children will immediately return to the safety of the classroom or other shelter.



Classroom will invite you to join!



@cpcdheadstart

You Need to Know

You can find all information regarding CPCD's delays and closures through updates on ClassDojo, Facebook, FlashAlert and local radio and television stations.

Additionally, if you ever have any questions in relation to policies or current delays or closures, please call our Central Offices at 719-635-1536.

FlashAlert: www.flashalert.net or download the app.

What You Need to Know

Attendance: Your child will be learning something new at school every day! We expect your child to be in school every day he/she is scheduled, to be on time, and to be there for the entire class period. This includes dropping off and picking up your child at the assigned class times. This will ensure your child benefits as much as possible from the program and it ensures healthy attendance patterns are developed.

If your child will be absent for any reason, please let the classroom know prior to the beginning of class.

Extended absences and vacations lasting more than three days must be discussed and approved by the Enrollment Department. Your child may be placed back on our Future List or withdrawn from the program for any of the following reasons:

- You are not adhering to the class schedule.
- Classroom attendance expectations are not met and your child is not attending regularly.
- Drop-off or pick-up expectations are not met.

We will notify you of your loss of services.

If you are planning to withdraw your child, please inform your child's teacher or the Enrollment Department as soon as possible.

Expectations of CPCD Families:

Curse words, bad language, or other inappropriate/negative words or gestures and not allowed in the classroom or on the bus. If you or another adult family member becomes aggressive or abusive with CPCD staff or another adult on CPCD grounds, your child may be withdrawn from the program. If the person picking up a child from class appears to be under the influence of drugs or alcohol, the child may not be released and authorities may be called.

Parents are expected to avoid making or receiving personal phone calls or text messages when they are picking up/dropping off children or when volunteering in the classroom.

If you have concerns, please discuss them with your child's classroom teacher first. If this does not resolve the issue, please bring any unresolved concerns regarding CPCD programming to the appropriate Director as listed on the *Parent Quality Assurance Program* (located on the classroom parent board.) If concerns remain, the Chief Operating Officer (COO) or the Chief Executive Officer (CEO) will assist you.

Holidays and Celebrations:

CPCD serves families with many different cultural and religious traditions so it is hard to honor and celebrate all holidays. Please do not bring holiday or birthday related items to school (for example, birthday treats, Valentines, etc.).

We have opportunities to celebrate learning throughout the year through WOW! Experiences (as noted in our curricula section).

We honor our children and families at the completion of each program year, however we do not have graduations.

Expectations of CPCD Staff:

CPCD staff build positive home and school relationship with all families. Personal contact with families is only allowed when it is related to CPCD business. For example, CPCD staff members **cannot**:

- make an unofficial visit to your home
- connect with you on social media
- invite you to their home
- share a hotel room with you at a out-of-town conference
- take part in recreational activities with you
- attend family functions with you
- enter into business agreements with you
- take sides in any legal issue you may have
- exchange personal phone num

CPCD policy does not allow teaching staff to give out their home or cell phone numbers. Teachers will tell parents the times that they are available for phone calls in the classroom.

Food, Beverages & Snacks:

CPCD teaches healthy food habits in the classroom. Eating candy, chewing gum, or drinking beverages when volunteering on the bus or in the classroom is not allowed. Please do not bring food or beverages from home to be shared.

Prohibited Items: Please do not allow your child to bring money, gum, candy, food, toy guns, make-up, or dangerous items (weapons, drugs, etc.) to school or on the bus.

Child Guidance when Volunteering:

When volunteering, please allow the teaching staff to take care of children's behavioral concerns, even if it involves your own child.

Safety is CPCD's #1 Priority

Confidentiality: CPCD does not allow staff or parents to disclose or share information regarding another child or family. Staff members will only speak with you regarding your child.

Safe Arrival & Departure:

Please advise anyone who will be bringing your child to and/or from class of the following policies:

• **Arrival/Signing Your Child In:** Your child may arrive no earlier than five minutes before class starts. The teaching staff is not responsible for your children before this time.

- You or a designated adult must bring your child inside the classroom.
- You may not drop off your child outside the classroom.
- Upon arrival and departure, you (or a designated adult) will sign your child in or out on the classroom computer or iPad with a signature.

• **Departure/Signing Your Child Out:** Your child will be released only to persons eighteen years or older for whom the classroom has written authorization.

- In order to ensure children's safety, photo identification will be required of anyone unknown by classroom staff who is picking up a child. Please keep your authorization form up-to-date in the classroom.
- Your child must be picked up on time every day he/she attends class. If, for any reason, your child is not picked up, DHS and/or the police will be called.

Class Visitors & Volunteers:

Parents are encouraged to participate in the classroom whenever possible. Immediate relatives of enrolled children may visit the classroom at any time. All visitors (excluding CPCD parents and CPCD staff) must sign the "Record of Visitors" log in the classroom.

All classroom volunteers, other than the primary guardian or immediate relatives of currently enrolled children, must attend an interview with the Volunteer Coordinator, complete necessary paperwork, submit to a background check, and attend an orientation prior to assisting in the classroom.

Dressing Your Child for

School: When dressing your child for school, please follow these guidelines to support safe and independent exploration.

- Keep your child's clothes free of hanging strings that could get caught.
- Closed toed shoes only.
- Dress your child for outside play daily.
- Avoid belts, onesies, and hard to get off clothes when potty training.
- Dress your child in clothes that can get messy due to active learning experiences.
- Have a complete set of clothes to keep in the classroom.

Security:

CPCD and our school district partners strive to provide safe settings for student learning. Families will be informed of security practices at their child's classroom location and are expected to follow these at all times.

- **CPCD prohibits carrying weapons of any kind on school property, at school events, including CPCD sponsored events whether held at the central office, off-site or on other property where carrying, bringing, using, or possession of a weapon creates, in the determination of CPCD personnel, a threat to children, families, staff or others.**

Supervision of Children:

Children in our programs will be closely monitored at all times with two to three staff members present. Staff will account for children before and after transitions and regularly (at least hourly) throughout the day.

If a child becomes separated from his/her class during the day, staff will immediately implement the following:

- One staff person will search the area in which the child was last seen.
- The CPCD Central Office and/or the Child Development Supervisor and the elementary school will be notified.
- If the child is not found within ten minutes, the authorities (police or sheriff's department) and the parents will be contacted.

Child Abuse & Neglect:

At CPCD, we care about your child's safety and we make every effort to provide a safe and healthy environment. If you have any questions or concerns about the care, environment or nutrition your child is receiving in our programs, please contact a staff member in the Health and Nutrition Department. If your concerns are not solved to your satisfaction, you may contact the Chief Operating Officer. **CPCD must, by law, report any suspected cases of physical, sexual or emotional child abuse or neglect to the Colorado Department of Human Services (DHS).** If you suspect your child is being abused or neglected while in our program, you should immediately contact the DHS by calling their statewide child abuse and neglect hotline at: 1-844-CO-4-KIDS (1-844-264-5437).

Drug-Free and Smoke-Free

Zones: CPCD's offices and grounds, classrooms, school grounds, and school events are drug-free and smoke-free zones. Smoking and all smoking related products including chewing tobacco and nicotine vapor products (e-cigarettes, vape pens, and similar devices) are prohibited.

Safety Continued

School Bus Safety Rules: Did you know that riding on a school bus is one of the safest ways to get around? The greatest danger is not actually riding the bus; it is before you get on the bus and after you get off the bus. It is CPCD's policy that responsible caregivers walk the children to and from the bus. Here are the basic facts and danger zones:

- **Yellow flashing lights** on the bus indicate the bus is getting ready to stop and load or unload. This means cars need to slow down and get ready to stop.

- **Red flashing lights and stop signal arm** indicate that the bus has stopped and that children are getting on or off the bus. This tells motorists to stop their cars.

- **Emergency exits** will be pointed out upon riding the bus. In an emergency, please listen to your driver or monitor for directions.

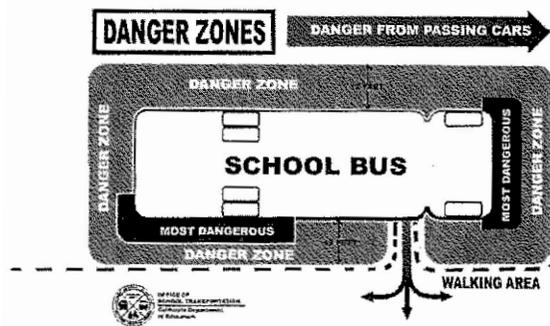
- **The crossing control arm** is mounted on the front bumper and will swing out when the door is opened. It is designed to keep children from walking too close to the front of the bus.

- **Danger zone (front):** It is never safe to walk close to the front of the bus. The bus driver may be sitting too high to see you. Walk 10 giant steps ahead of the bus before crossing in front of it.

- **Danger zone (sides):** Remember, never walk close to the side of a school bus because you may be in an area where the driver cannot see you. Stay at least 10 giant steps away from the side

- **Danger zone (rear):** Never walk behind a school bus. The driver will not be able to see you.

- **Walking area:** When getting off the bus, make sure you walk (do not run) 10 giant steps away from the door. Stay away from the bus wheels and watch out for moving cars! If you drop something and cannot get the bus driver's attention, **leave it**. Wait until the bus leaves the area before you retrieve it.



Emergency Drills & Procedures:



Fire drills will be practiced at least monthly to ensure children are familiar with the procedures. During the drill, the teacher or teacher assistant will utilize the daily attendance form to ensure all children are present.

Lockdown drills will be practiced monthly at minimum. The staff and children will go to a designated "safe area" and wait quietly until completion of the drill. **Individuals will not be able to enter or leave the building until the drill is lifted.**

A school closure during class time could occur for various reasons. In these instances, classroom staff will call to notify you of the closure. Please be sure telephone numbers and contacts are up-to-date. Monitor the local television or radio stations if you suspect there could be a school closure.

In Case of Injuries: Children who have an accident while in class will be attended to by staff trained in first aid. Parents will be notified of any minor injuries and first aid measures taken by the end of the school day. More serious injuries will be reported to the parent and the classroom nurse as soon as possible. If an accident is serious or life threatening, 9-1-1 will be called immediately. If the parents cannot be reached and the emergency responders decide that it is necessary, injured or sick children may be transported to the hospital by ambulance.

You are required to complete an emergency contact form for your child and keep it up-to-date. This form gives permission for an alternate person to take responsibility for your child. It also provides CPCD staff permission to obtain emergency assistance for your child, if necessary. If your child is injured and we are unable to contact you, we will contact the alternate person on the form.

Tornado and shelter-in-place drills will be held monthly from April through October. When a tornado alarm sounds, all children and staff will move to a predetermined area (away from glass windows and skylights), sit quietly, and cover their necks and heads with their arms.



Lock out drills will be done when needed as determined by the school and/or local authorities. Children will participate in their normal routine, **but no one will be able to enter or leave the school until the lock out is lifted.**



Final Safety Points

When to Keep Your Child Home from School:

- If your child appears ill or lethargic and cannot participate in class activities
- If your child has a fever of 100.4 degrees or greater. The child may return once they are twenty-four hours fever free and without the use of fever reducing medication.
- If your child has recurring diarrhea or unable to contain in diaper or toilet.
- If your child is vomiting, keep them home at least twenty-four hours from when it has stopped and he/she can eat their usual diet.
- If your child exhibits a rash with other symptoms, unless a health care provider gives written documentation that the rash is not contagious.
- If your child has impetigo they must be treated with an antibiotic for twenty-four hours.
- If your child has strep throat they must be treated with an antibiotic for twenty-four hours
- If your child exhibits congestion, cough, or runny nose (any color) accompanied by a fever over 100 degrees and/or has an inability to contain secretions in a tissue.

Car Seat Safety Tips for Your Children

Right Fit Tip #1

Car Seat: Use a five-point harness for your child for as long as your child meets the weight or height limits of the car seat.

Booster Seat: After your child has outgrown the car seat harness, move to a booster seat. The shoulder strap should fit across the chest and on the shoulder, not across the face or neck. The lap belt should lie on the top of the legs or low on the hips, not across the stomach. Follow the seat belt guidelines on the booster seat. If your child moves the shoulder belt behind their back and under their arm, it means that the seat belt and booster seat aren't fitting properly. If your child cannot use the booster seat just as the manufacturer requires, return them to the car seat with a harness instead.

Seat Belt Alone: Do the **seat belt fit test** in every car your child uses. Use the seat belt alone when your child has outgrown the booster seat and passes the Seat Belt Fit Test. Place the seat belt over the shoulder and low in the hips. If your child cannot fit properly and safely with just a seat belt, use the booster seat instead.

Right Fit Tip #2

As your child grows, the proper placement of the shoulder strap changes. On rear-facing car seats,

the shoulder straps should come through the car seat slots at or just **BELOW** your child's shoulders. On forward-facing car seats, the shoulder straps should be at or just **ABOVE** the shoulders.

Right Fit Tip #3

Do the pinch to make sure the harness is snug enough. After you buckle and tighten the harness, pinch the harness at the shoulder. If the harness is snug, your fingers will slide off the webbing. If the harness is loose, you will be able to pinch the webbing between your fingers. A loose harness is a common mistake and is not safe. Keep tightening the harness until it passes the pinch test.

Right Fit Tip #4

Wearing bulky clothes or winter coats can prevent a snug fit of the harness. You may think your child is securely snug in the seat when in fact the harness is not tight because there is so much air in the jacket. Adjust the harness while your child's coat is off, then put the coat back on and rebuckle. The harness may be tight but will fit properly.

Contact your Family Advocate (719-635-1536) with questions about car seat safety.

Visit safekids.org for tutorials and more information.

Pedestrian Safety: Everyday more than forty kids are hit while walking. Do you make any of the following mistakes?

- **Walking while distracted by a phone** - Phones down and heads up while walking
- **Crossing in the middle of the block** - Tempted to cross mid-block? Don't do it! Take the extra time to cross at the corner.
- **Walking at night in dark clothes** - Be especially alert when it is dark out. Make sure drivers can see you.
- **Not watching for careless drivers** - Look left, right, left before crossing and continue looking in all directions while crossing.
- **Walking in the road** - It's always best to walk on sidewalks or paths.
- **Not watching for cars backing up** - Watch for cars backing up in parking lots and driveways.
- **Not looking for the second car** - Pause at each lane of traffic and make eye contact with the drivers.



Remember, safety is CPCD's top priority when it comes to your child. If you have any concerns, please call our offices at 719-635-1536 so we can address them immediately!

About the Classroom

Personal Belongings

To help prevent any confusion of ownership, we encourage parents to label all children's belongings brought to school such as hats, coats, mittens, extra clothing, backpacks, and blankets

Children will be provided with one or more of the following for storing their belongings: a large tote, a bag, a bin, or a cubby.

Your child may bring a special comfort or security item to school as necessary. Please leave other toys and valuable items at home so they are not broken or lost.

Diapering and Toilet Training

Diapering facilities will be available in all classrooms or bathrooms and all sanitary measures will be used. Children will be encouraged to potty train as appropriate, in a decision made in partnership with the family.

Mealtimes at School

There may be new guidelines this year due to COVID-19 and we will notify you of those changes when they are available.

Family-style snack and mealtimes are a very important part of your child's day at school. Make sure you note the classroom mealtimes; and please feel free to talk with your child's teacher about joining the class for mealtimes to see all the learning that takes place.

All children will be provided a USDA Child and Adult Care Food Program (CACFP) approved meal and/or snack at school. Depending on the hours of your classroom, breakfast may or may not be served. Food will be presented in a positive manner and children will be encouraged to try a variety of foods.

Meals will be served in a developmental and age-appropriate manner. Infants will have an individual plan for bottle-feeding or baby food.

Use of Media (TV and Video)

Although teachers may occasionally show an educational "clip" to support a classroom study, in general, television and videos are not a productive use of classroom time and will not be part of our regular schedule.

Positive Guidance and Discipline

CPCD programs will promote child mental wellness through positive reinforcement. Staff will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, humiliation, restraint, or isolation. In addition, staff will not employ methods of discipline that involve the use of food as punishment or reward, or the denial of basic needs. All behavior techniques used in the classroom will support positive social and emotional development through building trust and respect, fostering independence, and encouraging self-control. Guidance practices will be individualized to each child's personality and level of development.

WOW! Experiences

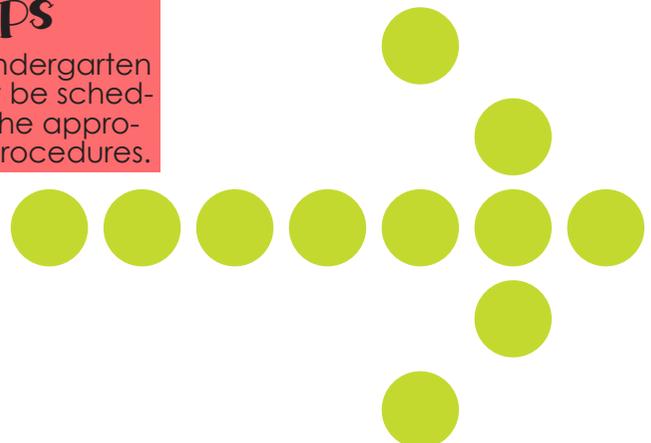
Classrooms will frequently schedule WOW! Experiences. These experiences may include short walks around the perimeter of the classroom site to provide extended learning opportunities for the curriculum studies. Policies and procedures for these WOW! Experiences are discussed during parent-child orientation.

On the day of the WOW! Experience, the teaching staff will notify the classroom supervisor when the class is leaving and the anticipated time of return. A note will be placed on the classroom door for late arriving families identifying the location of the WOW! Experience and anticipated time of return.

If you are arriving late with your child and the class has already left, you may bring your child to the noted location, sign in, and leave your child with a staff member. Or you may wait for the class to return. After the teaching team accounts for all children present, and updates their attendance record, your child can join the group.

Field Trips

Field trips (such as kindergarten classroom visits) may be scheduled and will follow the appropriate policies and procedures.



Curricula

To prepare children for success in school and life, the following developmentally appropriate curricula are used to support the varying needs of all children:

- The Creative Curriculum** uses an organized approach to teaching infants, toddlers, and preschoolers. This includes Dual Language Learners and those with disabilities. This complete curriculum focuses on routines and experiences for children with all abilities. It is the foundational curriculum that supports CPCD's philosophy that children learn through purposeful play and positive relationships.

- Second Step Child Protection Unit** focuses on teaching children basic skills designed to help them keep themselves safe from possibly dangerous or abusive situations. Using materials included in the program, families and teachers work together to provide the rules, information, and support that children need to help protect themselves.

- Second Step** teaches social-emotional skills to all children enrolled in preschool. This curriculum uses a variety of topics, including welcoming, making friends, learning to identify and handle emotions, calming down and problem-solving skills, empathy, and transitions.

- Transportation Safety Education** focuses on the health, safety, and well-being of the whole family. Instruction includes vehicle and pedestrian safety,

classroom and bus activities, parent education, and home visit materials.

- Ready Rosie** is a research-based parenting curriculum that builds on parent's knowledge. Ready Rosie harnesses the power of video and mobile technology to empower families and schools to work together to promote school readiness.

- The Pyramid Plus Approach to Social and Emotional Competency** teaches children age-appropriate social and emotional skills so they can learn how to express feelings safely, how to be a good friend, how to problem solve, and how to calm down when upset. At CPCD, we understand that infants, toddlers, and preschoolers with healthy social-emotional skills are ready to learn at school. Because of this, CPCD uses the research-based *Pyramid Plus* in all of our programs.

During their Initial Home Visit, all families are invited to share their thoughts and concerns about their child's feelings and social skills. In addition, all classrooms have a Behavioral Health Consultant who is available to answer questions and help with classroom or home concerns.

All families will receive a newsletter describing the social and emotional skills learned in the classroom. Watch for your newsletter in ClassDojo for activities to practice at home with your child!

Family Supports

Home Visits

All children and families will receive Home Visits throughout the year.

- The purpose of a Teacher Home Visit is to bring individualized activities into your home to support your child's development. Teachers will help you set educational goals for your child and address any questions or concerns you may have.
- The purpose of a Family Advocate (FA) Home Visit is to establish a partnership with the family. Visits will include identifying strengths, needs and interests. FAs will help families set goals; providing referrals and resources as needed. In addition, FAs will be promoting and encouraging Family Engagement.
- Teachers and Family Advocates will be calling separately to schedule and plan your individualized home visits.
- Please be considerate of staff time. **If a Home Visit needs to be cancelled or rescheduled, please call the staff member with whom the Home Visit is scheduled.**

Parent-Teacher Conferences:

You will have the chance to participate in Parent-Teacher Conferences during the school year.

- Parent-Teacher Conferences help to keep you informed of your child's progress, behavior, and social/physical needs.
- Please be respectful of staff time. **If a Parent-Teacher Conference needs to be cancelled or rescheduled, please call the staff member with whom the conference is scheduled.**



Family Engagement

Family Engagement is the key to your child's healthy development and success in school. We have many opportunities for you to be involved in the program, but first we ask you, as your child's first and best teacher, to do three things in support of your child's learning and development:

- **Be sure that your child is in school and on time every day that he/she is scheduled!**
- **Participate in Home Visits and Parent Teacher Conferences!**
- **Read to your child every night!**

Your involvement is essential to the success of all CPCD programs, so we are asking you to "give back" your time! Your family can be involved in a variety of ways:

Sit Together and Read (STAR)

STAR is our agency's at home reading program. Reading to your child helps develop their minds, builds vocabulary, increases attention spans and improves listening skills.

Because reading is so important, we want **every parent** in our program to take time to sit together and read to their child. You can track your hours by filling out the monthly reading log in the classroom.

Don't miss out on this wonderful opportunity to bond and instill a love of reading!

Parent Workshops, Classes and Events

We provide a variety of opportunities that support you as a parent and your child's development. We offer free parenting workshops from research-based curriculums; including Make Parenting a Pleasure, Positive Solutions for Families, and the 24/7 DAD. These interactive workshops encourage you to laugh while you learn, share experiences, and identify techniques that you can use to address any parenting challenges. We also offer CPR and First Aid, financial education, health & nutrition, as well as other classes and special events throughout the year. Check out the Family Workshops and Events Calendar each month to register for these free offerings.

Volunteer Program

Spending quality time as a CPCD volunteer is a fun way to be directly engaged in our program. Parent involvement is critical for your child's success, is rewarding for you, and provides money for CPCD's programs! We invite you to share your talents, skills, and interests and to learn new skills from others as a volunteer in our program. There are many ways for you to become a CPCD volunteer.

Traditional volunteering includes helping in your child's classroom. Stay for as little as fifteen minutes or for the whole day. You can read to children, help with an art project, help on the playground, share a song or hobby, or accompany the class on a WOW! Experience. Please be sure to follow the procedure at your child's school for signing-in and obtaining a badge. Before leaving the classroom, please remember to complete the "Families Give Back" form and submit it to your child's teacher.

Non-traditional volunteering includes Helping with special projects to enhance CPCD's program facilities (for example, playground refurbishment, carpentry, or painting).

Please talk with your child's teacher or family advocate for more ideas and information on becoming a CPCD volunteer!

Family Meetings

Family Meetings are held at individual centers. They are held 3-4 times per year. Your voice is welcome at our Family Meetings, join the conversation, meet new parents, and learn what is going on in your child's classroom and at CPCD. Events are fun and interactive. Light meals, child care, and door prizes are provided.

Policy Council

Policy Council (PC) gives parents a way to be involved in CPCD Head Start program planning and decision-making processes.

In partnership with the CPCD Board and staff, the PC members have a key role as representatives of their program location to share information with other parents at classroom Family Meetings.

Policy Council is made up of parent representatives who are elected at the first Family Meeting, along with community members within the CPCD Head Start service area who are elected by the Policy Council. There are three elected officers: president, vice president, and secretary.

Policy Council meetings are on the third Tuesday of each month (except June, August, and October) at CPCD. Dinner starts at 4:45pm. The PC committee meetings start at 5:30pm. The PC meeting starts at 6:15pm and ends around 7:30pm.

Parent Ambassador Program

Get involved and help us spread the word about CPCD's programs! Join other parents and share your knowledge and interest in CPCD. Being a Parent Ambassador means you volunteer to be a voice for CPCD. After a short training, Parent Ambassadors help reach and enroll eligible parents through fun community events and other outreach activities. Keep in mind that you do not need to be formally trained to help us spread the word about CPCD. Please share your story with other families, on social media, and let them know they can apply online. If you would like to join our Parent Ambassador community, please let your Family Advocate know.

Two Generation Programs

CPCD offers our parents a number of ways to continue your education and career opportunities through our Career Pathways Programs. These programs are in partnership with Pikes Peak Community College, District 11 and the Pikes Peak Workforce Center. Currently we have four tracts to choose from: Information Technology, Welding, Child Development Associates Credential, and Family Development Credential.

Participant Requirements:

- CPCD parents/guardians with an enrolled child at the time of course - English proficient
- Tests at or below a 12th grade level (IT, Welding and CDA only)
 - The PPCC/D11 grant requires this in order to have reduced tuition costs.
- Must have a desire to work within the social services field (FDC only)
- Must have completed a minimum of 36 college credits, in any subject (FDC only)
 - This matches the CPCD Family Advocate education minimum.

CPCD Commits to:

- Pay for the cost of tuition.
- Provide support to the parents through the FA and/or Two Generation Program Manager.
- Provide a monthly stipend to the parent if the monthly requirements are met. (This is subject to change every year due to funding.)
- Provide a total of 5 years of support/follow-up with the program participant.
- Must seek employment in field, or begin continuing education, within a year of completion.

Disclaimer: Programs are subject to change each school year based on availability.

Child Development Associate

The CDA Credential is a nationally recognized entry level qualification in the Early Childhood Education field. The course curriculum covers the growth and development of children aged from birth to 5 years.

Information Technology

This course focuses on a customer service certification paired with the CompTIA IT Fundamentals course, which is an intro to basic IT knowledge.

Welding

This tract teaches MIG and TIG Welding and Blueprint reading.

Family Development Credential

The FDC provides front-line workers with the knowledge and skills they need to coach families to set and reach their own goals for healthy self-reliance in their communities. Provided through CPCD staff members, course work is accredited through the University of Connecticut.

Employment Opportunities:

Immediate family members of an enrolled child are welcome to apply for CPCD positions at all times. For a current listing of job openings, please call our central offices at 719-635-1536 and ask for the Human Resources Department. You can also view CPCD open positions on our website at www.cpcdheadstart.org/workforus.